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ORIGINAL



State of Arizona
DEPARTMENT OF LIBRARY, ARCHIVES AND PUBLIC RECORDS
Office of the Director

STATE CAPITOL
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GLADYSANN WELLS
Director

MARY JOHNSON
Deputy Director

RECEIVED
AUG 14 1997
FCC MAIL ROOM

August 12, 1997

Attn: Nominations for Universal Service Administrative Company - Schools & Libraries Corporation

Federal Communication Commission
1919 M. Street, NW
Washington DC 20554

Dear Secretary:

As State Librarian of Arizona, representing all types of libraries and a wide range of cultural institutions, I thank you for your call for nominations.

For the Universal Service Administrative Company Schools and Libraries Corporation Board of Directors;

I nominate Melinda Sisson
Pinal County Library District
92 West Butte Avenue
P.O. Box 2974
Florence, Arizona 85232

This individual has my complete confidence and the confidence of colleagues statewide. She would be an asset to the respective efforts because she brings considerable knowledge and expertise to the tasks at hand. Her resume is attached.

I would be happy to supply additional information or discuss this nomination in person (602) 542-4035.

Sincerely,

GladysAnn Wells, Director

c/e: Melinda Sisson

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MELINDA R. SISSON

P.O. Box 392, 515 N. Park Street, Florence, AZ 85232

H-(520)868-1299 / W-(602)868-6461

PROFESSIONAL OBJECTIVE

To secure a challenging leadership position in a culturally rich and diverse community with demonstrated support for libraries.

EDUCATION

Master of Library Science Degree awarded in 1983
Kent State University - Kent, Ohio

Major areas of specialization include Administration and management of public libraries; Acquisition of library materials; Reference services and a working knowledge of online and electronic reference sources.

Awarded the Rose Vormelker Scholarship for Special Librarianship and the August Alpers Award for Academic Excellence.
Graduate Research Assistant to Dr. A. Robert Rogers, Dean and Dr. Mary K. Biagini, Associate Professor.

Awarded the Ohio Educational Library/Media Association Scholarship.

Bachelor of Science Degree awarded in 1979
Bowling Green State University - Bowling Green, Ohio

Major areas of specialization include Elementary Education and Educational Media.

Awarded College of Education Alumni Scholarship and named to Dean's List.

Certificates

Arizona County Librarian Certificate - November 1993, Arizona Community College - Regular A.1.a. Teaching Certificate - July 1989.

Valid for life. Alaska Teaching Certificate - Type A Regular - K-8 Elementary,

Elementary/Media, Educational Media - October 1987.

PROFESSIONAL EXPERIENCE

Pinal County Library District - Director - 1993 to Present. Responsible for planning, organizing and directing library operations for thirteen public libraries and a district office. Demonstrated success in the administration of state and federal grants. Develops and administers annual budget of \$400,000. Provides consultant and field assistance services to affiliate libraries. Direct supervision for two professional librarians and two library technicians. District Library services include centralized technical services, acquisitions, interlibrary loan, reference and the implementation and management of electronic resources including the library CD-ROM catalog, online and other CD-ROM reference databases, access to the Internet, World Wide Web, and E-mail. Recently awarded contract for Online Library System. County-wide area network scheduled for installation Fall 1997. Training in all aspects of library operations are offered through the District Library. Active in numerous state-wide organizations and committees. Serves on the Economic Development Library Committee, Arizona Library Public Awareness Committee, Central Arizona Library Cooperative Board, Arizona Library Association Executive Board, Arizona Association of County Librarians, Pinal County Scholarship Committee and the Pinal County Development Board.

- Increased Library District budget for affiliate libraries by 30%.
- Secured over \$350,000 in grant funds for collection development and new technology.
- Established cataloging/processing of library materials through outsourcing program.
- Initiated Internet and electronic resources access district-wide.
- Issued online library system RFP, currently under negotiation.

Chandler Public Library - Public/Adult Services Manager - 1989 - 1993. Supervised adult services including reference, business resource center, adult literacy, and purchasing operations. Participated in budget and policy decisions. Responsible for a materials budget of \$350,000. Reviewed bibliographic material for book/AV selection and collection development. Proficient in the use of SIRSI, DRA, CLSI, and CARL online library systems and numerous CD-ROM indexes. Prior supervisory responsibilities included Circulation 1989-1993 and Acquisitions 1989-1991. Proficient in the use of Corel WordPerfect Office Suite 6.1, Novell Groupwise. Directly supervised six professional staff and 15 paraprofessional staff. Acting Manager during Library Manager's absence.

- Increased adult and juvenile collections by 50%.
- Introduced McNaughton Plan for best sellers.
- Initiated grant proposals for purchase of CD-ROM index and periodical collections on microfilm.
- Secured over \$30,000 to implement an adult literacy integrated learning system.

Maricopa County Community College District - Adjunct Faculty Librarian - Fall 1987 - 1993. Provided reference services and bibliographic instruction to faculty and students. Held this position at four campuses, Phoenix Community College, South Mountain Community College, Chandler-Gilbert Community College and Glendale Community College. These positions were evening and weekend assignments with Librarian-in-charge responsibilities.

Glendale Public Library - Adult Services Reference Librarian - 1987 - 1989. Provided public reference and readers advisory services including instructing patrons in the use of reference tools, microform reader/printers, CD-ROM indexes and CLSI public access catalog. Reviewed bibliographic materials for book and AV selection and collection development. Member of grants committee proposing online reference services. Participated in development and implementation of user survey. Coordinated repair and maintenance of public services AV equipment and monitored supplies. Supervised paraprofessional and volunteer staff.

Fairbanks North Star Borough Public Library - Media Services Librarian/Reference Librarian - 1985-1987. Coordinated the operation of the Media Services Department. Ensured the appropriate selection and organization of all audiovisual materials: 16mm films, video cassettes, records, audio cassettes and projection equipment. Monitored both media materials and supplies budgets of \$100,000. Coordinated the maintenance and repair of all equipment and software. Used a microcomputer to generate media catalogs, overdue notices and statistical data. Supervised three part-time employees and one page. Developed and presented media programs for the public. Assisted at the reference desk on a weekly basis. Participated in library policy and procedures advisory group.

Fairbanks North Star Borough Public Library - Acting Children's Services Librarian - 1986-1987. Coordinated the activities of the Children's Services Department. Scheduled, supervised and evaluated three part-time employees and three pages. Monitored the non-materials section of the budget and purchased necessary supplies. Maintained lines of communication with other departments of the library.

Xavier University - Head of Lodge Learning Laboratory/ Reader Services Librarian - 1983-85. Managed a curriculum library/media center supporting teacher preparation and instruction. Ensured the appropriate selection, organization and use of Lodge Learning Laboratory print resources, software and equipment; planned and supervised the work of one full-time and one part-time employee. Coordinated the scheduling, training and work of graduate and undergraduate student aides. Assisted the Reader Services Department of the University Library with reference desk duties and online reference services. Library liaison to the Education Department.

Xavier University - Instructor, Department of Education - "Reference Service" - 1984-85. Taught a three-semester hour graduate course studying reference materials in various subjects and their applications in school library/media centers.

Federal Reserve Bank of Cleveland - Research Library Intern - Spring 1983. Received practical experience in reference, cataloging and ILL. Revised and updated the cataloging section of the procedures manual to include the use of OCLC.

Lakewood City School System - Media Specialist - 1981-1982. Responsibilities included coordinating two School Media Center programs and supervising two full-time media aides and parent volunteers; developing curriculum for library skills instruction for students in grades K-5; selecting, ordering and processing all new materials; and promoting library/media activities within the surrounding community.

Bowling Green City School District - District-wide Elementary Librarian - 1979-1981. Responsibilities included coordinating seven School Media Center programs and supervising over 100 volunteer staff members; selecting, ordering and processing all new acquisitions; and promoting library/media activities within the surrounding community.

Owens/Corning Fiberglass Corporation - Assistant Librarian, Corporate Business Library - 1980. Responsibilities included providing reference services, ordering and processing market research reports, product journals and periodicals. Special projects included summarizing market research reports for future online retrieval and cataloging new acquisitions.

PROFESSIONAL AFFILIATIONS

American Library Association: Public Library Association, Library Administration and Management Association, Reference and Adult Services Division 1983 to present; Arizona Library Association: Ex-Officio County Librarian, 1996-97; Legislative Committee Member, 1996-97; Chair, Regional Forum Conference, 1995-96; Chair, Nominations & Elections Committee, 1994-95 President of Public Library Division, 1994-95 Chair, Awards Committee, 1993-94 Ad Hoc Newsletter Advertising Committee; Chair, Annual Conference Program Committee, 1992-93; Chair, Collection Development & Acquisitions Roundtable, 1991-92; Arizona Department of Library Archives & Records: Library Public Awareness Committee, 1994 to present; Cooperative Collection Development Committee, 1991- 1993, AZNET Committee (OCLC/GAC) 1992-94; Economic Development Library Committee, 1992- , Economic Development Information Center Liaison, 1992- ; Central Arizona Library Cooperative: Board of Directors, Continuing Education Committee, 1992-97.

PROFESSIONAL DEVELOPMENT

MANAGEMENT:

Hiring Practices and the Law - (February 1997) - Overview of the Family Medical Leave Act and Equal Employment Opportunity Commission laws in relation to hiring offered by the Pinal County Human Resources Department.

Behavioral Interviewing Techniques - (April 1997) - Training and application of behavior interviewing techniques for supervisors offered by Pinal County Human Resources Department.

Sexual Harassment Prevention - (September 1996) - Overview of recent laws governing sexual harassment in the workplace offered by Pinal County Human Resources Department.

Total Quality Management - (August 1993) - Training and application of TQM processes. Moderated by Consultant, George Keown.

Advanced Public Executive Program - (February 1992) - Attended seminar on Productivity Improvement in the Public Sector presented by Eileen Kelly Aranda. (December 1991) - Attended seminar on Our Dynamic Workforce presented by T. Zane Reeves. (February 1991) - Attended seminar on the Dynamics of Public Management: Enhancing Personal and Organizational Effect.

Seven Habits of Highly Effective People - (November 1990). Learned skills and techniques to help become more effective and successful in the workplace.

COMMUNICATION:

PR and Marketing Your Library - (May 1996) - Seminar on Telling the Library Story demonstrated techniques and strategies for marketing local libraries and their success stories. Information on fund raising was highlighted. Speaker: Jim Fleck.

City of Chandler Values Seminars - (June 1993) - Cultural Diversity: Where Solutions Are Not Black and White presented by Dr. Edwin Nichols. (April 1992) - Communication in the Workplace: Understanding and Improving Communication Between the Sexes presented by Joe Tanenbaum. (April 1991) - Together Everyone Accomplishes More presented by Patricia Fripp. (August 1990) - Peak Performers: Are You One? presented by Charles Garfield.

City of Chandler/Arizona Governmental Training Workshops - (November 1992) - Media Relations. (October 1992) - Sexual Harassment Prevention. (September 1992) - Ethics and Ethical Decision-Making. (April 1992) - Understanding and Preparing for the Americans With Disabilities Act. (April 1991) - Customer Service. (November 1990) - Communicating Successfully.

Arizona Department of Libraries, Archives and Public Records - (July 1992) - Working with the Media presented by KUR Communications.

TECHNOLOGY:

Online Library System Project - (August 1996 - April 1997) - Library District developed and issued a Request for Proposal for a districtwide online library system solution. Contract negotiations are under way. Installation of a wide area network to include 14 library sites is scheduled for Summer 1997 with software migration planned for early Fall 1997.

Maximizing Your E-Rate Teleconference - (June 1997) - Hosted this PBS teleconference on the Universal Service discounted telecommunication rates for schools and libraries.

Novell Groupwise Seminar - (March 1997) - Management Information Systems Department of Pinal County introduced Groupwise as a Novell Network solution for communication. Library District is currently testing along with a few other departments.

Microsoft Windows NT and Windows 97 Training Seminar - (October 1996) - Tucson, AZ. Attended an informational seminar hosted by Microsoft to introduce Windows 97 and Windows NT software.

Internet Update - (May 1995) - The State Department of Library, Archives and Public Records provides regular training on the Internet and its use in reference services. In addition, new enhancements are reviewed. Library District began using DLAPR for Internet access.

Arizona Information Network: Information, Telecommunication & Libraries - (October 1994) - Phoenix, AZ. Instrumental as a CALC and AzLA Board member in bringing together librarians from all types of libraries to draft a position paper supporting the use of libraries statewide as an integral part of the future Arizona Information Network.

Public Library Association Chicago Cluster - Chicago, (March 1993) - The NREN and Public Library Roles: Why Public Libraries Should Join the Networked Information Pipeline. Two-day conference on Internet.

LIBRARY DEVELOPMENT:

Arizona Library Association Planning Forum - (May 1997) - AzLA held its annual planning to build upon the Association's long range plan. Goals and action items were set for the coming year.

Western Governors University/Project EAGLE Seminar - (April 1997) - Overview of WGU and Project EAGLE and review of white paper developed by a team of librarians (of which I was a participant). Request for Proposal for development of this statewide network will follow (see below).

Arizona Learning System/Project EAGLE Seminar - (February 1997) - County Librarians met with members of the ALS Task Force to learn more about Project EAGLE (Education and Government Linking Electronically). Legislative appropriations in 1996 and 1997 have allowed this community college based group to move forward with planning to connect K-12 schools to community colleges and the Internet. Public Libraries will join this effort in lobbying for reduced telecommunication rates.

Arizona Library Association Annual Conference - (December 1996) - Ex-Officio/County Librarians. Attended programs on managing changing technology, Phoenix at Your Fingertips, a successful NTIA/TIAP grant, joint public/school libraries, and Internet Acceptable Use Policies and their place in public libraries.

ALA Intellectual Freedom Workshop - (September 1996) - Reno, NV. Participated in regional intellectual freedom workshop hosted by the American Library Association and five state library associations. Judith Krug facilitated lively discussions on the legal and social issues of IF. As one of only 10 representatives from Arizona, became a trainer for local workshops.

Arizona Library Association Regional Forum - (August 1996) - Chair, Regional Forum. Planned, organized and hosted Regional Forum at the Biosphere in Oracle, AZ with a conference theme of the Statewide PR Campaign and How it Works Locally.

Arizona Association of Counties - (June/November 1996) - Attended meetings of AACo with other elected officials of Pinal County. Legislation and other issues affecting County government were discussed. Arizona Association of County Librarians conducted a business meeting.

Public Library Association Sixth National Conference - (March 1996) - Portland, OR. Attended programs on library management, marketing and fundraising and censorship issues confronting libraries. Met with numerous online library system vendors in anticipation of release of RFP for Library District.